

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Russell C. Muniz, MMC, Town Clerk / 954-797-1023

PREPARED BY: Barbara McDaniel, MMC, Assistant Town Clerk

SUBJECT: District 1 Vacancy

AFFECTED DISTRICT: District 1

ITEM REQUEST: **Schedule for Council Meeting**

TITLE OF AGENDA ITEM: District 1 Letters of Interest (tabled from December 3, 2008)

REPORT IN BRIEF: A vacancy in the District 1 Council seat occurred due to the resignation of former Councilmember Bryan Caletka. Council instructed staff to advertise the vacancy and to accept letters of interest through December 1, 2008. The vacancy was advertised in the Sun Sentinel on November 12, 2008 and November 19, 2008 and the notice was also placed on the Town's website. A notification was sent to the interested individuals advising that their letter was received as well as the time and date of the meeting that Council would be discussing the matter. The following are the letters of interest that were received:

Bryan Caletka

Lisa Hubert

Bill Leibowitz (Mr. Leibowitz has rescinded his letter of interest)

Karen-Stenzel-Nowicki (Ms. Stenzel-Nowicki has rescinded her letter of interest)

Frank Serra (a letter was sent to Mr. Serra advising that he does not meet the
Town's residency requirements as he did not live in District 1 - Charter
Section 7(B))

PREVIOUS ACTIONS: On December 3, 2008, the Town Council tabled this item to December 17, 2008.

CONCURRENCES: n/a

FISCAL IMPACT: not applicable

Has request been budgeted? n/a

RECOMMENDATION(S): Submitted to Council for discussion

Attachment(s): Letters of interest (3)

6332 Sw 39th Court
Davie, FL 33314
December 1, 2008

Mr. Russell Muniz
6591 Orange Drive
Davie, FL 33314

TOWN OF DAVIE
2008 DEC -1 P 3:44
ADM. SVC. DEPT.

Dear Mr. Muniz,
RE: District 1 Appointment

Please accept this letter as an interest to fill my vacated district 1 seat. As you know, I would have not vacated the seat that I was elected to in March 2006 if state law didn't require me to -- in order to run for another elected office.

Respectfully,



Bryan Caletka

*provided to
Council 11/5/08*

May 20, 2008

Town Of Davie
6591 Orange Drive
Davie, Florida 33314


Attn: Mayor Truex
Council Member Crowley
Council Member Starkey
Council Member Lewis

Dear Council:

I know Bryan is stepping down and I would like you to consider me for this short-term appointment for District One (Nov-March). I do not plan on running for the position other than to fill in and help keep the Town moving in a forward direction.

Most of you know my work ethics and I have kept up on the current affairs and believe my input will benefit the residents.

Thank you for your time on this matter.



Lisa R Hubert
5520 SW 38th Court
Davie, Florida 33314
954-240-0129
District One Resident

Lisa R Hubert
5520 SW 38th Court
Davie, Florida 33314
954-240-0129

Professional Background:

See a position within an actively growing company that will allow me to use and expand my administrative and bookkeeping skills.

06/08-Present Cleanall Commercial Cleaning Inc
Davie, FI 954-449-1717

Was one of my clients and when he found out that I was in between jobs asked me to come on board fulltime to clean up his books and get his office in order. He is looking to sell this company. A/R, A/P, Payroll with a 3rd party vendor (Time Plus), all Humane Resources, Billing, Special projects at his request. Made a set of books for his other company's (Gateway Merchant Services & JCM LLC),

06/07-05/08 Law Office of Wites & Kapetan PA
Lighthouse Point, FI 954-570-8989
Office Manager/Bookkeeper

They were one of my clients when I had my had my own company and they offered me a fulltime position as Office Manager/Bookkeeper. A/R, A/P, Taxes, Payroll, Human Resources, Special Projects when the need arises.

04/05-06/07 Complete Office Procedures Inc
Davie, FI 33314

Go on site to different companies to service there needs in Quick Books from version 2004 to 2007. Services that were offered are onsite training, weekly to monthly on site work instead of client having a fulltime bookkeeper to work closely with the clients CPA. List of clients will be provided upon interview.

03/03-03/06 Town of Davie-Vice Mayor
Davie, FI 33314
954-747-1000

Work with Town Council to design and implement policies and procedures for the Town. Participate in the development of local community planning. Provide civic and community leadership thru partnerships with other agency's, e.g. local

police, health service, local business. Represent the community at ceremonial and civic events and by co-coordination community events and charities.

08/94-08/04 Courtesy Computers Inc
 Davie, FL 33314
 954-321-8605

A/P, A/R, Taxes, Payroll, Human Resources, General Administration duties, developing and managing employee recruitment programs, hiring, training and retaining employee's, Risk Management and Insurance Administrator.

10/00-10/07 Camelot Community Care
 Fort Lauderdale, FL
 954-958-0988

Foster parent of therapeutic teenage girls; work closely with Child net, therapist, guardians and court system to make sure they meet their goals.

10/07-09/08 Guardian at Litem
 Fort Lauderdale, FL
 954-831-6214

Work closely within the court system to make sure that a child's needs are being met.

Farmingdale High School-graduated 1977
Westbury BOCES-graduated-1976
Nassau Community College-Core classes
Intuit Advisor QuickBooks-graduated 00
Notary State of Florida #DD010631